

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA

1 of 13

Date and Time: **Wednesday, June 16, 2021 5:45 P.M.**
Location: City Hall, **Council Chambers**, 101 South Blvd., Baraboo
Others Noticed: S. Fay, A. Adams, B. Stelling, T. Wickus, K. Thurow, Tiffany Sloan, Samantha Ramsey Brunker, Mike Yount, Brenden McDaniel
Others Noticed Casey Bradley
Media: News Republic, WRPQ, Library, City Hall

OPENING

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approve Minutes of May 19, 2021.
5. Adoption of Agenda.

REPORTS OF OFFICERS and COMMITTEES

1. President
2. Secretary
3. Treasurer
4. Appearance Committee
5. Business Development Committee
6. Finance Committee
7. Parking Committee
8. Promotions Committee

OLD BUSINESS

- Update on garbage can overflow
- Farmer's Market

NEW BUSINESS

- Approval of Vouchers
- Approval of Financials
- Nominate/Vote on New Treasurer
- BID Board person of interest

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – July 21, 2021 at 5:45 PM

ADJOURNMENT

Sarah Fay, Chairperson

Board Members are asked to notify the President or Vice President at least 24 hours before the meeting if they will not be able to attend. Agenda prepared by S. Fay Agenda posted by D. Munz on 06/11/2021

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact City Clerk Brenda Zeman, phone # 355-2700, ext. 7311, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the Council, committee, commission or board identified in the caption of this notice.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Baraboo BID Meeting Minutes
5/19/2021

Present:

Members: S. Ramsey Brunker, S. Fay, A. Adams, K. Thurow, T. Wickus, B. Stelling, T. Sloan, B. McDaniel, M. Yount
Additional: None

Absent:

Members: T. Wickus, T. Sloan

President Fay called the meeting to order at 5:44 PM

Approval of April 2020 minutes: Stelling/McDaniel, carried
Adoption of Agenda: McDaniel/Yount, Carried

President:	None
Secretary:	None
Treasurer:	None
Appearances:	Planters hung; Invoices for services received too late to make the agenda this month
Business Development:	None
Finance:	None
Parking:	Weed control bid approved
Promotions:	None

Old Business:

- Garbage can overflow issue
 - Pictures taken of garbage to try to figure out who is filling the garbage cans
 - There may be identifiable perpetrators of the problem
 - S. Fay has spoken with City about uniform collection provided by BID
 - Joint letter out to all BID members with DBI
 - Possible new garbage cans to make it easier for other
- BID fees for the public
- Farmers Market update
 - Happened twice now, relatively good turnout
 - Fair on the Square was a good market too

New Business:

- Approval of Vouchers for March, April, May
 - B. Stelling, Bekah Kates
 - Hanging Baskets bought wholesale
 - \$961.50
 - Amy Schertz, BID Planters

- Design and arrangements
 - \$730.06
 - Capital Newspapers
 - \$1,000.00
 - \$525.00
 - Nancy Dillman, Wordfence license
 - \$99.00
 - Baraboo Arts Association
 - \$150.00
 - Total: \$3,465.56
 - Motion to approve: Yount/Ramsey Brunner
 - Carried
- Review and approve financial statement
 - Motion to approve: Yount/McDaniel
 - Carried
- Review MOU from DBI for Events Coordinator
 - Discuss: Requested amount is for \$15,000.00
 - Use the money from reserves
 - Review possible metrics for Coordinator's quarterly report
 - Motion to approve MOU
 - C. Thurow/B. McDaniel
 - Carries
 - Adding: "new and" into ¶1.B) and amending ¶3 from "June" to "July"
 - Motion to transfer approved funds from reserves to Promotions budget to fund Events Coordinator
 - B. Stelling/McDaniel
 - Carries
- Elections of Officers for 2021-2022
 - President: S. Fay
 - Vice President: T. Wickus
 - Secretary: A. Adams
 - Motion to elect the above positions:
 - Yount/McDaniel
 - Carries
 - Treasurer: Vacant
 - To be voted on next meeting

Next Meeting:

- Member list needs to be corrected to remove S. Sloan
- Nominate and vote on new treasurer

Motion to adjourn at 6:37 PM by Stelling/McDaniel, carried.

Respectfully Submitted,
Andrew Adams
Secretary

Amy Schertz

422 2nd Avenue
Baraboo, WI 53913
608-963-9844
abschertz@yahoo.com

BID Planters Spring 2021

OVERVIEW

Summer Planters in 2021

- a. Design the 3 large and 2 small planters on the Square with flowering summer plants or similar design. Again, we are open to new ideas! This will include installation, removal and maintenance, including watering.
- b. Time frame for this project is roughly May 31st through mid-October.
*Placement of material and subsequent removal subject to temperature/weather conditions and physical appearance during projected dates. Consult with Appearance chair Bekah Stelling with questions on dates.
- c. ***The budget for materials and labor for this portion should not exceed \$700.**
- d. Payment due upon completion of the work.

Material Costs: Total **\$356.64**

Bruce Company \$180.20

Menards \$86.41

Landscape Techniques \$78.07

Jim's Greenhouse \$11.96

Labor Total: **\$300.00**

Invoice Total : **\$656.64**

Capital Newspapers Proof of Publication Affidavit

Retain this portion for your records.
Please do not remit payment until you receive your advertising invoice.

Mail to:

Baraboo Business Improvement Dist.

101 SOUTH BLVD.
BARABOO, WI 53913

ORDER NUMBER 24202

STATE OF WISCONSIN } ss.

Sauk County

Arden Staff

being duly sworn, doth depose and say that he (she) is an authorized representative of Capital Newspapers, publishers of

PBNR Baraboo News Republic

a newspaper, in the city of Baraboo, in said County and State, and that an advertisement of which the annexed is a true copy, taken from said paper, was published therein on the dates listed below.

Sworn to and subscribed before me this 19 day of May, 2021

(Signed) Arden Staff
(Title) Principal Clerk

Rebecca Hen
Notary Public, Wisconsin

My Commission expires October 14, 2024

Section: Legals

Category: 0100 LEGAL NOTICE

PUBLISHED ON: 11/03/2020

TOTAL AD COST: 14.02

FILED ON: 5/19/2021

NOTICE

The following ordinances were adopted by the Baraboo City Council on September 22, 2020

Ordinance 2563 - Revise §7.02(2)(b)2, the Official Traffic Map to provide that there shall be a parking stall marked for use by persons with a disability that limits or impairs the ability to walk at the following location: angle parking stall on south side of 4th Avenue, to located 15' east of the crosswalk immediately east of Birch Street

Ordinance 2564 - Reserved parking for City Officials in the Alma Waite Annex parking lot.

The entire ordinances may be viewed at the City Clerk's Office, 101 South Blvd, Baraboo.

Published by the authority of the City of Baraboo.
BNR; November 3, 2020-24202 WNAXLP

REBECCA HENRECKSON
Notary Public
State of Wisconsin



CliftonLarsonAllen

Direct Billing Inquiries to:

CliftonLarsonAllen LLP
(608) 662-8600**Payment is due upon receipt**

Account Name City of Baraboo, Wisconsin
 Account Number 018-044774
 Authorization Number 0001368960

Invoice Total \$29,163.75
Invoice Number 2895411
Invoice Date 5/28/2021

To pay your bill electronically please visit claconnect.com/billpay

Progress billing No. 1 for professional audit services for the year ended December 31, 2020. Progress bill includes: \$27,775.00

City Audit - \$12,000
 Water Utility - \$1,725
 Sewer Utility - \$1,725
 Storm Water - \$1,725
 CDA - \$5,500
 BID - \$1,600
 Airport - \$2,000
 State report form C - \$1,500

Technology and Client Support Fee \$1,388.75

Invoice Total **\$29,163.75**

Payment is due upon receipt.

Please detach and remit payment to the address below.

We Appreciate Your Business and Referrals

Remit to:

CliftonLarsonAllen LLP
P.O. Box 775967
Chicago, IL 60677-5967

077596701804477400029163750000028954116

City of Baraboo, Wisconsin
 101 South Blvd.
 Baraboo, WI 53913

Amount Remitted \$ _____
 Account Number 018-044774
 Invoice Number 2895411

**I AGRI-VIEW****AMPLIFIED**

1901 Fish Hatchery Road • Madison, WI 53713-1248

ADVERTISING INVOICE AND STATEMENT

ACCOUNT NUMBER	PAGE NO.
190-60000500	8 of 13 1 of 1
BILLING PERIOD	TERMS OF PAYMENT
05/03/2021 -- 05/30/2021	Net 20
ADVERTISER NAME	ADVERTISER NUMBER
Baraboo Business Improvement Dist.	190-60000500

Date	Order Number	Media Reference	Description Other Comments	Sau Size Billed Units	Times Run	Net Amount
05/02/2021			Balance Brought Forward			1,545.36
05/30/2021			F/C - Late Fee			15.39
Lee Enterprises no longer accepts credit card payments sent via e-mail. Emails containing credit card numbers will be blocked. Please use the coupon below to send credit card payment to our lockbox in the envelope provided. You may also send the coupon to a secure fax at 855-628-8948.						

CURR NET AMT DUE	30 DAYS	60 DAYS	90 DAYS	OVER 120 DAYS	TOTAL AMOUNT DUE
15.39	526.00	1,001.00	1.00	17.36	1,560.75

Payments are due 20 days from receipt of statement. ☐ Finance charges of 1% (\$1 Min) applied to all past due balances. ☐ Questions? Please call our Financial Dept. at 1-833-954-1972

Capital Newspapers
PO Box 80528
Lincoln NE 68501

Return this portion with your payment

Capital Newspapers
PO Box 80528
Lincoln NE 68501

<input type="checkbox"/> Check # _____	<input type="checkbox"/> Credit Card
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
Acct #:	<input type="text"/>
Exp. Date:	<input type="text"/>
Name on credit card	_____
Signature	_____

Please make checks payable to: Capital Newspapers

Account #	190-60000500
Billing Date	05/30/2021
Amount Due	1,560.75
Amount Enclosed	\$



Baraboo Business Improvement Dist.
101 SOUTH BLVD.
BARABOO WI 53913

000063

CAPITAL NEWSPAPERS
LEE ADVERTISING
PO BOX 4690
CAROL STREAM IL 60197-4690



19060000500200156075000015390005260000100100000001000530212017



Invoice

PO Box 317
Baraboo, WI 53913

Bill To:

Business Improvement District
101 South Blvd
Baraboo WI 53913

Date	Invoice #
6/4/2021	7274

2021 DBI Events ~ Manager Support

15,000.00

Total Service Fees Due

\$15,000.00

Payments/Credits

\$0.00

Balance Due

\$15,000.00

Thank You For Your Business!!!

City of Baraboo
 BID Fund 390
 Balance Sheets
 May 31, 2021 and December 31, 2020

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Assets:	May 31, 2021	December 31, 2020
Current Assets:		
Cash	\$ 106,023.57	\$ 77,031.04
BID Assessment Receivable	9,616.63	-
Accounts Receivable	-	-
Due from Tax Roll	5,083.45	5,083.45
Total Current Assets	<u>120,723.65</u>	<u>82,114.49</u>
Total Assets	<u><u>\$ 120,723.65</u></u>	<u><u>\$ 82,114.49</u></u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 6,984.51
Due to General Fund	-	290.36
Total Liabilities	<u>-</u>	<u>7,274.87</u>
Fund Equity:		
Fund Balance	74,839.62	73,396.71
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	45,884.03	1,442.91
Total Fund Equity	<u>120,723.65</u>	<u>74,839.62</u>
Total Liabilities and Fund Equity	<u><u>\$ 120,723.65</u></u>	<u><u>\$ 82,114.49</u></u>

City of Baraboo
 BID Fund 390
 Income Statement with Comparison to Budget
 For The Five Months Ending May 31, 2021

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Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ (0.01)	\$ 46,899.99	\$ 46,900.00	100.00
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	2,538.00	2,538.00	1,000.00	253.80
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ 2,537.99	\$ 49,437.99	\$ 47,900.00	103.21
Expenditures:				
Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total Economic Development	\$ -	\$ -	\$ -	-
Transfer to Debt Service				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Debt Service	\$ -	\$ -	\$ -	-
Transfer to Capital Projects				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Capital Projects	\$ -	\$ -	\$ -	-
Community Development				
Publishing	\$ -	\$ -	\$ -	-
Professional Services	-	-	2,000.00	-
Accounting Services	-	-	1,700.00	-
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	1,771.56	1,771.56	19,000.00	9.32
Promotions	1,624.00	1,782.40	19,600.00	9.09
Business Development	-	-	3,250.00	-
Office Supplies	-	-	200.00	-
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ 3,395.56	\$ 3,553.96	\$ 47,900.00	7.42
Total Expenditures	\$ 3,395.56	\$ 3,553.96	\$ 47,900.00	7.42
Net Revenues/(Expenditures)	\$ (857.57)	\$ 45,884.03	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
May 31, 2021 and December 31, 2020

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Assets:	May 31, 2021	December 31, 2020
Current Assets:		
Cash	\$ 1,949.89	\$ 1,949.89
Total Current Assets	<u>1,949.89</u>	<u>1,949.89</u>
Total Assets	<u><u>\$ 1,949.89</u></u>	<u><u>\$ 1,949.89</u></u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>
Fund Equity:		
Fund Balance	1,949.89	1,945.29
Net Revenues/(Expenditures)	-	4.60
Total Fund Equity	<u>1,949.89</u>	<u>1,949.89</u>
Total Liabilities and Fund Equity	<u><u>\$ 1,949.89</u></u>	<u><u>\$ 1,949.89</u></u>

City of Baraboo
 BID - Pocket Park Fund 392
 Income Statement with Comparison to Budget
 For The Five Months Ending May 31, 2021

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Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Interest on Investments	\$ -	\$ -	\$ -	-
Donations and Contributions	-	-	-	-
Transfer from BID	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	-
Expenditures:				
Community Development				
Operating Expense	\$ -	\$ -	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Total Community Development	\$ -	\$ -	\$ -	-
Total Expenditures	\$ -	\$ -	\$ -	-
Net Revenues/(Expenditures)	\$ -	\$ -	\$ -	